

Directions for Completing the SHCPR District Application

Currently, only a draft application is available for district staff to review. The actual application will not be available to download for completion until the final EPA reimbursement amounts are available. Districts will be notified via SELS when the application is live.

The application and all required documentation must be mailed to DESE - Special Education, Funds Management, PO Box 480, Jefferson City, MO 65102, and postmarked by **September 1, 2004**.

The district will need the following documents in order to complete this application:

- ❖ State Transportation Aid Calculation, Form BU110, from June 2004
<http://www.dese.state.mo.us/divadm/finance/schfinance.html>
- ❖ Basic Formula Calculation Report from June 2004
<http://www.dese.state.mo.us/divadm/finance/schfinance.html>
- ❖ Local Tax Effort Amount from 2003-2004
<http://dese.mo.gov/divadm/finance/local/>
- ❖ Core Data, Screen 10

All shaded areas will be automatically calculated based on the information entered by the district or will be completed by DESE during the review process.

Cover Page

Enter School District Name, County District Code and a district contact person who will be available to answer questions regarding the application. Include their phone number, fax number, and email address. Enter the Calendar days of the District as reported in Screen 10 of Core Data. Calendar days must be at least 174 days unless exempted by the state board.

The cover page includes a list of items of documentation that **must** be submitted with the application. No application will be processed without all of the accompanying documentation. A separate application must be completed for **each** student meeting the eligibility criteria listed below:

Criteria for identification as severely handicapped

A student is severely handicapped, for purposes of the SHCPR if DESE finds a student meets one of the two criteria listed below, and the school district has demonstrated an inability to provide the student with educational benefit, within the context of state and federal regulations implementing IDEA's preference for integration with non-disabled peers. Any submission for a student under the second criteria listed below must be

accompanied with an explanation of why the school district believes the student is severely handicapped.

1. The student scores four or more standard deviations below the mean on standardized measures of cognitive functioning and shows commensurate deficits in at least two areas of adaptive functioning, or, if the student is unable to respond to any standardized measure of cognitive ability due to a combination of sensory and/or motor impairments, diagnostic information indicates significant deficits in intellectual and adaptive behavior skills and the student requires pervasive level of supports across all life areas.

2. The student's cognitive impairment is not in the severe mental retardation range described above, but DESE finds that the student's disability or disabilities are so pervasive and intense as to require, by any reasonable determination, that the student requires a private educational placement. These students may include student's whose functioning does not meet the criteria listed in #1 above, but who have other significant disabilities, requiring a separate school placement in a private agency, such as:

- A student with emotional disturbance who demonstrates a substantial likelihood that he will injure himself or others, despite reasonable efforts to minimize or eliminate the risk;
- A student with significant learning and processing deficits, who requires, in order to receive educational benefit, an environment and methodology impossible to duplicate in a public school setting.

Student Information – Section I

For each application, complete all required demographic information outlined in Section I.

Line 3: "Begin Enrollment Date in District" refers to the date the student first enrolled in the district, not the beginning date of school for this fiscal year. A fiscal year runs from July 1st through June 30th.

For the question "Was student placed by DFS, DMH, DYS or a Court?" enter yes or no in the space provided.

For applicable students, the DCN (Department of Social Services "Departmental Client Number") should be entered, if known.

Line 4: Enter the official termination date if the student left your district during this fiscal year.

DESE will complete the shaded area for Date of Notification of Intent to Apply for Reimbursement.

Private Agency Costs – Section II

A list of approved private agencies and their DESE code numbers is attached to this document.

Line 5: Enter the code number(s) associated with the private agency(s) the student attended during fiscal year 2004.

Lines 6 and 7: Enter the beginning date and ending date for each agency placement. Dates **must** be entered in **mm/dd/yy** format.

Line 8: Enter the total attendance days for the student at each private agency. (Do not include ESY).

Line 9: Enter total Extended School Year (ESY) days completed **prior** to June 30, 2004.

Line 10 requires a text entry. Enter **yes or no** for each agency listed based on whether or not tuition is charged to the district based on actual attendance days. If this line is yes, complete Line 11. If the answer is no, proceed to Line 12.

Line 11: Enter the daily tuition rate for the student under each applicable agency.

Line 12: Enter the total tuition cost for student. The total tuition is the total cost the district paid while the student was enrolled at the private agency.

Line 13: The application will automatically calculate the private Agency Tuition Costs based on data previously entered on the application.

See Example Below for Private Agency Costs.

Section II – Private Agency Costs						
	Private Agency Costs	Agency 1	Agency 2	Agency 3	Agency 4	Total
5	Approved Private Agency Number:	xxx-xxx	xxx-xxx			
6	Begin Enrollment Date of Private Agency	08/31/04	10/16/04			
7	End Enrollment Date of Private Agency	10/15/04	06/30/04			
8	Total Days of Attendance at Private Agency	40	130			170
9	Total Days for ESY in Private Agency	0	30			30
10	Is Tuition Charged by Attendance? Yes or No	YES	NO			
11	Daily Tuition Rate for Student at PA	45.00				
12	Total Tuition Cost for Student at PA		10,000			
13	Private Agency Invoiced Tuition Costs	1,800.00	10,000			11,800.00

District Costs (Not included in Tuition) – Section III

These are costs the district is responsible for paying that are not included in the tuition rate. Examples may be a personal paraprofessional, assistive technology, related services (OT/PT/SP), supplies, etc. Any items that do not fall under these categories must be described in detail under “Other.” Remember that district employed staff associated with these costs must also be reported under the EPA revenue section of the application. See example below.

Section III – Districts Costs				
Itemize the additional costs associated with this student for which the district is responsible and have not been included in the tuition cost from the private agency. An invoice must be attached to support these costs. Any staff reflected here, such as personal paraprofessionals or related service providers employed by the district, must be entered into the EPA section under revenue, if the district is claiming costs in this section				
	Miscellaneous Cost	Quantity	Description	Total Cost
	Personal Paraprofessional	1 FTE	IEP item, district employee	6,000.00
	Assistive Technology	1	Seat harness	500.00
	Related Services (OT)	3 units/wk	Separate contract	3,000.00
	Related Services (PT)	3 units/wk	Transportation to PT	1,500.00
	Related Services (SP)			0.00
	Supplies			0.00
	Other	.10 FTE	Bus Aide	2,500.00
Description: IEP requires student have a bus aide which is not provided by private agency.				
	Total Miscellaneous Costs			13,500.00

Transportation Costs (not included in tuition) – Section IV

Any arrangement for transportation must meet state laws and regulations for school transportation. Questions regarding these laws and regulations should be directed to Debra Clink, DESE School Finance, at 573-751-0357.

Line 24: Enter the miles per day for the student. If more than one student is on the route, prorate the miles per student. **Example:** The route runs 90 miles per day, with three students. Take 90 miles/ 3 students = 30 miles per student proration.

Line 25: Enter the District Cost per Mile from the State Transportation Aid Calculation, Line 35, of the BU110 report.

Line 26, 27, and 28 will automatically calculate based on data previously entered on the application.

District Revenues – Section V

Section A - Transportation:

Reporting state aid for transportation requires the use of the DESE BU110 (State Transportation Aid Calculation) for June 2004. A web link is provided on page 1 of the directions.

Line 29: Enter the Annual State Transportation Aid amount from the State Transportation Aid Calculation, Line 54, of the BU110 report

Line 30: Enter the Total Eligible Miles amount from the State Transportation Aid Calculation, Line 31, of the BU110 report.

Line 31 and 32 will automatically calculate based on data previously entered on the application.

Section B - Basic State Aid:

Reporting State aid requires use of Basic Formula Calculation Sheet for June 2004. A web link is provided on page 1 of the directions. Only one data entry is required for this section.

Line 33: Enter for the amount reported on Line D of the Basic Formula Calculation Sheet.

Lines 34 through 37 will automatically calculate based on data previously entered on the application.

Section C - Local Tax Effort:

Reporting Local Tax Effort requires the amount of LTE reported for each district on the DESE School Finance Web page. A web link is provided on page 1 of the directions. Only one data entry is required for this section.

Line 38: Enter Local Tax Effort Amount for your district.

Lines 39 through 42 will automatically calculate based on data previously entered on the application.

Section D - EPA:

In this section, the district must report the staff FTE associated with each district employee providing services to the student. For example; the district hired a paraprofessional to ride the bus with the student and claims that paraprofessional for Exceptional Pupil Aid (EPA), the applicable portion of that employee's FTE must be reported to account for the revenue paid by DESE to the district for the position. The same is true for a district employed speech pathologist that may be providing the related service of speech therapy to the student.

Line 43: Enter FTE for district employed paraprofessional or bus aide that is providing IEP services to this student.

Line 44 will automatically calculate.

Line 45: Enter FTE for district employed ancillary staff that is providing IEP services to this student.

Line 46: Enter the number of staff hours for the paraprofessional/bus aide that is providing IEP services to this student.

Line 47 will automatically calculate based on data previously entered on the application.

Section E - Medicaid:

Line 48: Enter Medicaid revenue received by the district for direct services provided to this student.

Summary Data

The last section of the application displays a summary of the costs reported and calculated on the application, as well as, the revenues reported and calculated by the application. A total excess cost calculation can be found on Line 55. Line 56 will be used by DESE to calculate the amount due to the district based on the number of days the student was served in a private placement after the district provided a Notification of Intent to Apply for Reimbursement.

